



LAMAR UNIVERSITY

Lamar University – M.Ed. in Educational Technology Leadership

Internship Plan: Field-based Experience Activity (Internship Plan Template)

Ginnie Harwood 22 August 9, 2010
Name of Intern Cohort Group Date

The Field-based Experience component of the Internship Plan is a brief, but specific document indicating your overall approach to the Internship program. The Internship is organized around eight ISTE Technology Facilitator Standards, the 33 Performance Indicators and the 78 Performance Tasks. Using this document, you will identify the field-based activities you will approach and indicate which of the eight ISTE Technology Facilitation standards and 33 Performance Indicators were addressed in each activity. You will provide a brief description of each activity, resource person, and a completion date for each activity. This activity should be completed with and approved by your site mentor.

You are to plan at least one activity in each of the 33 Performance Indicators found in the text. If an activity is applicable to more than one performance indicator it must be identified under all applicable tasks.

Use this chart to develop your Internship Plan for Part 1 of your Week 5 EDLD 5306 assignment. When you open this file, immediately save it as "yourname_Draft Internship Plan," and work on this saved file as you revise and update your plan.

		Brief Activity Summary	Resource Person	Projected Date of Completion
Standard I. Technology Operations and Concepts	TF- I.A	Facilitate a workshop for E-Rate team members on advanced uses of Microsoft Word, Excel, and databases including R12's own databases, REX and E-Rate Works.	Cathey George	9/2011
	TF – I. B	Utilize tools in all aspects of E-Rate Consulting work including but not limited to Microsoft Word, Excel, and multiple databases (REX and E-Rate Works). Create a Client Management System in an excel spreadsheet that provides a global view of all clients and individual clients broken down on multiple pages.	Cathey George	11/2011

		Activity Summary	Resource Person	Projected Date of Completion
Standard II. Planning and Designing Learning Environments and Experiences	TF-II.A	Engage PEP team to create a user's guide for clients to help utilize the E-Rate Works database including screenshots and other visual depictions.	Cathey George	10/2011
	TF-II.B	Attend monthly conference calls USAC and service providers where all current E-Rate issues and topics are openly discussed and resolved.	Cathey George	Implementation date: 8/2011 ongoing
	TF-II.C	Provide training session on webinar technology, GoToMeeting, demonstrating the multiple uses for tutoring clients on E-Rate Works, troubleshooting in E-Rate Works, and reviewing and certifying applications in E-Rate Works.	Dale Glaser	8/2011
	TF-II.D	Plan and facilitate a weekly meeting to openly discuss new challenges and/or solutions discovered on E-Rate and technology.	Cathey George	Implementation date: 9/2011 ongoing
	TF-II.E	Develop and deploy a reporting tool in our database that will enable tracking and management of pending applications and deadlines.	Dale Glaser	3/2012
	TF-II.F	Provide training to E-Rate team on technology and the Eligible Services List (ESL) from the Schools and Libraries Division of USAC.	Cathey George	9/2011

		Activity Summary	Resource Person	Projected Date of Completion
Standard III. Teaching Learning, and the Curriculum	TF-III.A	Create blog for PEPs regarding relevant E-Rate topics and training sessions about new program rules, application processes, competitive bidding, etc. This will not only encourage problem-solving but also learning through others and staying connected.	Nancy Sustala	12/2011
	TF-III.B	Enact a process whereby each PEP provides a customized training for each client where there could be several persons from each district via webinar (GoToMeeting) to show them the specific uses of the database and address their specific question as they arise.	Cathey George	10/2011
	TF-III.C	Enhance our website to include recorded webinars and podcasts tutorials on database technology for clients and other external customers.	Sheila Whitehead	10/2011
	TF-III.D	Facilitate training to PEPs on customer service, attitude control, netiquette, and communication with clients to maintain professionalism at all times.	Cathey George	9/2011
	TF-III.E	Create twitter account for E-Rate Consulting regarding relevant E-Rate topics and training sessions about new program rules, application processes, competitive bidding, etc.	Jennifer Marshall-Higgins	11/2011

		Activity Summary	Resource Person	Projected Date of Completion
Standard IV. Assessment and Evaluation	TF-IV.A	Use a survey technique (http://profilerpro.com) as an assessment of each PEPs knowledge, attitude, and skills in technology.	Cathey George	3/2012
	TF-IV.B	Discuss survey results with PEPs and share with them the assessment and evaluation of their performance.	Cathey George	3/2012
	TF-IV.C	Perform a SWOT analysis with each PEP identifying strengths, weaknesses, opportunities, and threats during their formative evaluations.	Cathey George	4/2012

		Activity Summary	Resource Person	Projected Date of Completion
Standard V. Productivity and Professional Practice	TF-V.A	Streamline training on all digital tools and post podcasts on department wiki for current (primers) and for new employees.	Cathey George	6/2012
	TF-V.B	Submit a quarterly report to the Director of E-Rate Consulting services indicating the performance standards and proficiencies of each team member based on gathered data via survey results.	Nancy Sustala	6/2012
	TF-V.C	Develop and deploy a reporting tool in our database that will enable tracking and management of pending applications and deadlines.	Dale Glaser	10/2011
	TF-V.D	<p>Attend weekly conference calls with State E-Rate Coordinator Alliance (SECA) to learn E-Rate issues and dialogue about solutions and what questions to ask USAC on their monthly calls.</p> <p>Attend federal USAC training in Washington D.C. for Funding Year 15 (2011-2012) E-Rate training.</p> <p>Release monthly newsletters using twitter about the latest E-Rate news.</p>	Cathey George	9/2011

		Activity Summary	Resource Person	Projected Date of Completion
Standard VI. Social, Ethical, Legal, and Human Issues	TF-VI.A	<p>Provide training session to PEPs on ethical use of the Internet, copyright law, and intellectual property.</p> <p>Require all clients to produce documentation to prove district CIPA compliance and certify to this in E-Rate Works.</p>	Cathey George & Dale Glaser	5/2012
	TF-VI.B	<p>Implement training for clients on use of document manager to ensure they have the resources and the technical abilities for optimal use.</p> <p>Provide a checklist to clients on what types of E-Rate documents are required to maintain to be fully compliant and audit ready.</p>	Cathey George	10/2011
	TF-VI.C	Facilitate training to PEPs on adaptability when dealing with different client types and perspectives. Focus will be on how to understand the different needs of school officials and how to adapt to each one.	Rudy Lopez	9/2011
	TF-VI.D	Ensure that all team members have an ergonomically designed keyboard and lumbar support in their chairs.	Sharon Chastain	9/2011
	TF-VI.E	Provide all team members a license for Logmein and GoToMeeting for distance learning and remote access.	Cathey George	12/2011

		Activity Summary	Resource Person	Projected Date of Completion
Standard VII. Procedures, Policies, Planning, and Budgeting for Technology Environments	TF-VII.A	Create a log template to enable client asset management and track all equipment purchased with E-Rate money, proof of purchase and installation, location of the equipment, ID tags, and other inventory logs.	Cathey George	7/2012
	TF-VII.B	Implement a review process of client technology plans to ensure that all products and/or services are referenced in the plan for E-Rate compliance and that the budget for all resources is identified and adequate for the non-discounted share.	Cathey George	10/2011
	TF-VII.C	Maintain reports from IT staff on an as-needed basis concerning utilization and monitoring reports.	Ed Newman	6/2012

		Activity Summary	Resource Person	Projected Date of Completion
Standard VIII. Leadership and Vision	TF-VIII.A	Share with team during weekly meeting the different types and uses of digital tools I am currently learning.	Cathey George	9/2011
	TF-VIII.B	Discuss the dynamic changes that have occurred in the last decade to the educational landscape and how that will, in turn, affect our client's perspectives. This will ensure sensitivity to the changes.	Cathey George	9/2011
	TF-VIII.C	Storyboard and flowchart a new client's E-Rate process with all the players present to discuss each person's roles and identify weaknesses.	Sandy Nolan	8/2011
	TF-VIII.D	Implement a review process of client technology plans to ensure that all products and/or services are referenced in the plan for E-Rate compliance and that the budget for all resources is identified and adequate for the non-discounted share. Facilitate a technology plan committee meeting with Waco ISD to aid them in the collaboration and E-Rate compliance of their district technology process.	Cathey George and Sandy Nolan	9/2011
	TF-VIII.E	Implement thorough consultation with all Priority 2 clients on the Eligible Services List so they thoroughly exhaust the list to make sure they apply for all Internal Connections their district needs to purchase with E-Rate funding.	Cathey George	10/2011

Site Mentor:

Name:

CATHEY E. GEORGE
(Please Print)

Title:

DIRECTOR, E-Rate Consulting
TEXAS E-Rate COORDINATOR

Signature:

Cathey E. George

Date:

8/11/2011